



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	PART TIME (20 HOURS)
3	Posting Number	LIBRARY SERVICE SPECIALIST
4	Department	PN# 103161
5	Division	Library Department
6	Section	Central Services
7	Reporting Location	Business, Science and Technology*
8	Workdays & Hours	500 McKinney*
		Rotating Schedule*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Provides reference service and information on library activities, facilities, policies and services to customers in person and by mail, telephone and electronic means. Assists customers in the use of reference materials in print and electronic formats. May assist in the following: collection development/maintenance, telephone and mail requests, government documents. Performs other functions essential to the efficient operation of the library. Schedule flexible to include some evening and weekend (Saturday and Sunday) work.

10 **WORKING CONDITIONS**

Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor's degree in Library Science or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

None

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Customer/public service experience. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Spanish, Chinese, or Vietnamese fluency a plus.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13
\$824 - \$1105 Biweekly \$21,424 - \$28,730 Annually

18 **OPENING DATE**

February 23, 2005

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer